

DESC-F

MEMORANDUM FOR: See distribution list

SUBJECT: FY06/07 DLA/DESC Bulk Petroleum Facilities Maintenance, Repair, and Environmental Program (MRE)

1. Reference DoD 4140.25M, Chapter 8. Request that you forward proposed engineering projects for subject programs to the Defense Energy Support Center (DESC), ATTN: DESC-WI (old office symbol DESC-FE), no later than close of business December 17, 2004. Our apologies to those we told the date would be in early January, but DoD 4140.25M was recently changed to show this due date in mid-December. This data call announcement, project submissions will be accepted up until January 7, 2005, but you are strongly encouraged to get them to us by the December date. The documentation for each project submitted for the FY06 program should, at a minimum, include a DD form 1391 (Navy Step II Submission Forms are also acceptable), and cost estimates detailed enough to provide a breakdown of work classification types; design, study, maintenance, repair, and minor construction. Photos, videotapes, or previous studies would be helpful to explain the project scopes and the urgency of the requirements and should be included with the project documentation, if available. Lump sum costs are acceptable when preparing 1391s as long as detailed estimates are attached showing the breakdown by work types (M, R, C). NOTE: All project documentation must show the real property facility numbers for the facilities included in their scope. Costs will be tracked by facility numbers and projects will not be approved without this information. For CONUS activities, each Command should prioritize all projects they are submitting and for EUCOM and PACOM, projects should be prioritized for each Service or by Sub-Area Petroleum Office (SAPO) within their area of responsibility (AOR). Project priorities are important because they represent 20% of the overall DESC priority criteria. A complete explanation of the DESC priority system used to evaluate projects is on the DESC Home Page at [HTTP://WWW.DESC.DLA.MIL](http://WWW.DESC.DLA.MIL). Enter the DESC Home Page, go to "Introduction to DESC", then to "Organizational Chart", then to the "Facilities and Distribution" section, and finally to "Engineering Plans and Services Division" to view it.

2. Further request that you provide preliminary lists of FY07 projects for planning purposes. No project documentation is required for the FY07 projects, just a listing. After review, DESC will respond to your project submittals via email, where possible, and encourages email use by ALCON to speed the review and approval process.

3. Also, in accordance with DoD 4140.25M, Chapter 8, request that you submit all proposed environmental projects for subject programs to DESC, ATTN: DESC-WE (old office symbol DESC-FQ), no later than December 17, 2004. Your package should include POL spill site assessments and cleanups (for incidents occurring after October 1, 1992 for phase IIA sites and October 1, 1995 for phase IIB sites), and recurring environmental costs to maintain POL facilities in compliance with applicable local, State, and Federal laws. This last category includes annual operating permits (for tanks, fill stands, NPDES, etc.), periodic operational documents (SPCC, OPPOM, SCP, etc.), periodic sampling and testing of emissions and discharges, and periodic removal and disposal of hazardous POL wastes. Environmental compliance projects will also be considered for funding if they fall into the category of design and construction of pollution abatement facilities. A complete description of the environmental costs that DESC-WE will provide funding for, and what documentation is necessary to obtain funding from DESC-WE, can be found on the DESC Home Page (address above). Go to the "Introduction to DESC", choose the "Organizational Chart" option, select the "Facilities and Distribution" section, and go to the "Environmental and Safety Division (-FQ)". Information on how to obtain environmental funding from DESC-WE is available at this location on the website.

4. Spills should be handled at the base level as emergencies. This means that installations should not wait for funding from DESC-WE before committing funds to initiate spill response actions. DESC-WE will reimburse installations for funds used in spill response/cleanup after proper documentation is submitted to DESC-WE, assuming that the spill did not result from operator negligence. DESC-WE will be notified of any spill involving DLA-owned product within 24 hours in accordance with the DESC policy. If it is determined that the spill has occurred and that some of the product identified is not from the current spill, DESC-WE will fund only those costs associated with the current spill. Costs associated with spills which occurred prior to October 1, 1992 (October 1, 1995 for Phase IIB facilities) are not eligible for funding under Integrated Material Management (IMM) Phase II but should, instead, be remediated using DERA or local O&M funds. DESC-WE has rapid response contracts available to perform assessment and cleanup of DLA-owned product. These contracts are available for use at all Government-owned facilities storing DLA-owned products. Please phone Rich Kennedy @ DSN 427-8312 or commercial (703) 767-8312, e-mail him at RICHARD.KENNEDY@DLA.MIL, if you have any questions concerning spill cleanup costs.

5. Defense Fuels Web (DFW), an interactive web site is available for your use to submit MRE project documentation (1391s) directly to DESC. This web site is not completely functional, but will allow you to submit projects electronically.

Use of the DFW is not mandatory. Should you have any questions about using the DFW, please contact Dilip Patel on DSN 427-8325, commercial 703-767-8325, or on email at DILIP.PATEL@DLA.MIL.

6. Packages containing instructions for documenting and submitting projects, including recurring environmental compliance and maintenance costs, are available upon request in hard copy or on the DESC home page.

7. After projects have been reviewed and approved by DESC, their proponents are responsible for providing estimated design start and completion dates when requesting design funds, and estimated construction start and completion dates when requesting construction funds to assist DESC in planning and budgeting for the MRE program. Estimated construction contract award dates should also be provided to DESC upon design completion. Projects should be executed within the milestone dates provided to DESC, and when those dates change substantially, new dates should be provided so the information on file is current. Projects that fail to meet expected contract award dates, provided reasonable latitude for unanticipated delays is given consideration, may have funds withdrawn and the customer may be asked to reprogram the project for the following fiscal year execution. Timely project submission will assure that your requirements are programmed, planned, and executed in FY06.

8. In order to achieve maximum benefit from available funds for this program each year, we need close coordination between base fuels, engineering, environmental, and financial personnel. In order to obligate funds, DESC-RB must receive copies of acceptance forms (DD form 448-2) for MIPRs that are forwarded with reimbursable fund cites and copies of signed contracts for MIPRs that are sent with direct fund cites. All MIPRs, reimbursable or direct fund cite, must have their signed acceptance forms returned to DESC-RB within 30 days. When a project is completed, MIPR amendments to deobligate remaining funds balances are also very important. Each Command must take responsibility for insuring that activities under its cognizance are accomplishing this.

9. Minor construction capital (MCC) funding is extremely limited and projects in this category undergo intense scrutiny of their budget execution. When requesting funds for capital projects it is critical to make every effort to get contracts awarded early in the fiscal year to avoid loss of these funds. This funding does not carry over to the next fiscal year as in the case of MRE funds. Many contracts are not awarded until very late in the fiscal year, causing concern about DESC's ability to execute their budget. This perception can have a negative impact on future budgets, and therefore, it is DESC's goal to obligate these projects earlier in the fiscal year. Please only request funds when projects are ready for advertisement and award. Requesting funds in the first quarter

and awarding the contract late in September is unacceptable unless some unforeseen, valid reason has caused a delay in the award process. When requesting construction funds, please provide an estimated contract award date. DESC project managers will follow up when this milestone date has passed, and determine whether the funds should be returned for use on another project, or if an extension is appropriate.

10. Some of you send out advance notices of data calls to the activities within your AOR. This is a good idea, however, you should be careful about including specifics like due dates and documentation requirements. This can potentially confuse your activities since the official DESC data call may contain different information. We recommend that you wait until the official data call comes out before sending any specific information to your activities. If you do send something in advance, please limit it to notifying them that the data call is to be released soon and that they should begin putting together their packages for submission.

11. Shaw Environmental is currently performing an assessment of all DoD fuel facilities, with a scheduled completion date of September 2005. This work includes reconciliation of real property assets to identify sustainment responsibilities (owning Service vs. DLA), and identification and documentation of all deficiencies on DD form 1391s. Projects that are documented by Shaw Environmental are not automatically approved and submitted to DESC for funding. Every deficiency identified must be vetted through the existing process. Each base must review the projects to validate them, determine which fiscal year they can be accomplished, allowing for operational constraints, and forward them up the normal Chain of Command for further validation and approval. After they reach DESC, we will conduct our normal review and approval process. Projects identified by Shaw Environmental must undergo this additional validation before being approved and funded.

12. Request widest distribution of this message to all activities within each Command's AOR (base fuels, engineering, environmental, and financial). Timely and effective execution of this program can be achieved through proper communication between all team members.

13. POC at DESC for MRE projects is John Russell on DSN 427-8323 or commercial (703) 767-8323 and POC for environmental compliance, and spill cleanup projects is Rich Kennedy on DSN 427-8312 or commercial (703) 767-8312. The FAX number is DSN 427-8331 or commercial (703) 767-8331 and email addresses are: JOHN.E.RUSSELL@DLA.MIL and RICHARD.KENNEDY@DLA.MIL.